



TEXAS STATE BOARD OF DENTAL EXAMINERS

FINGERPRINT BACKGROUND RECORDS CHECK AND ONLINE LICENSE APPLICATION PROCESS

Dear Applicant,

Dentists and Dental Hygienists applying for Initial Licensure by Examination or reinstating their retired Texas license must submit their fingerprints for a State and National Criminal History Background Check.

The Texas Department of Public Safety (DPS) has entered into an exclusive contract with MorphoTrust USA (IdentoGO) to complete the Fingerprint Applicant Services of Texas (FAST) Program.

The **FAST Pass Program** is based on where you currently live. The following are Instructions and FAST Pass Forms needed to complete the Fingerprint Background Records Check.

If you currently reside **Outside** the State of Texas use the: **FAST Pass Form - Applicants Residing Outside Texas**

Results of the Fingerprint Background Check are sent directly to the Texas Department of Public Safety (DPS). TSBDE Licensing Division Staff will review the results of the background check when your complete application has been received at the TSBDE Office.

THE FOLLOWING DOCUMENTS MUST BE MAILED TO THE TEXAS STATE BOARD OF DENTAL EXAMINERS (TSBDE) AFTER YOU APPLY ONLINE:

Dentist and Dental Hygienist Application Checklist

- Copy of Online Application Summary. ¹
- Copy of Online Payment Summary. ¹
- Photocopy of official birth certificate, naturalization papers, or passport showing date of birth. (Hospital Birth Record is not acceptable)
- Certified or notarized copy of diploma, transcripts or letter of degree awarded by the Dean or Registrar's Office. ²
- Proof of passing the Joint Commission National Examination:
 - Dentists: National Board of Dental Examinations (NBDE) - Parts I and II. ²
 - Dental Hygienists: National Board of Dental Hygiene Examination (NBDHE). ²
- Proof of passing a clinical examination administered by a regional testing services recognized by the TSBDE. ³
 - Dentists: General Dentistry Clinical Examination.
 - Dental Hygienists: Dental Hygiene Clinical Examination.
- Verification of Licensure. ⁴
 - A copy of all disciplinary action taken against the license must be submitted with your application for licensure.
- Copy of signed receipt issued by MorphoTrust USA dated within previous six (6) months of making application to the TSBDE.
- If you have a criminal history you must provide a letter of explanation and all legal disposition documents relative to each offense.
- Copy of TSBDE Jurisprudence Assessment Certificate of Completion for Initial Licensure dated within previous 12 months.
- Copy of Social Security Card.
- Copy of current Basic Life Support CPR Card. ⁵

Notes:

- 1 - Online summaries are e-mailed to the applicant after completing the online application process with the TSBDE.
- 2 - Document may be mailed separate from application for licensure. Document must be in English. Document must show "Graduated" status.
- 3 - Texas recognizes WREB, CRDTS, SRTA, CDCA, or CITA Exam Results. Results must be dated within 5 years from applying for licensure.
- 4 - Verification of Licensure must contain a statement indicating if disciplinary action has/has not been taken against the license.
- 5 - Online CPR Training must include a written assessment and a hands-on demonstration of skills by course participants on a manikin.



FINGERPRINT BACKGROUND RECORDS CHECK FOR APPLICANTS RESIDING OUTSIDE TEXAS

Texas State Board of Dental Examiners

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust USA (IdentoGO). The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services. IdentoGO is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses.

The cost of this service is \$39.70 for the State and National Criminal History Record Information. You may pay for FAST services online with a credit card or by mail with a check or money order only made payable to MorphoTrust USA. (Cash is not accepted).

Fingerprint Background Check results are valid for six (6) months. Licensure applicants may not use background check results issued by/for any other state. Applicants must use a fingerprint card that lists a 6-digit ORI Number assigned to the TSBDE.

Here is how to get started:

Applicants residing outside the State of Texas or the United States will follow the steps below:

A. A Completed FAST Pass Form:

You will need to follow the instructions on the FAST Pass Form labeled 'Applicants Residing Outside of Texas' to register your ink card submission by logging on to the IdentoGO website, <http://www.identogo.com> or by calling **(888) 467-2080**. If you are scheduling by phone, please request an **"Electronic Fingerprint Submission"**.

You will not schedule a fingerprint appointment; you are only registering your ink card submission.

When registering your submission you will be prompted for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.*

Individual's signature and Registration Identification Number (RegID) must be on the FAST Pass Form. Please print legibly.

* Requested data is required by the Texas Department of Public Safety (DPS) to process your background check. All the information requested on the form is required.

B. A Completed Fingerprint Card:

You will need to obtain a complete, legible set of fingerprints on a Texas Department of Public Safety (DPS) approved fingerprint card which may be obtained from a local law enforcement agency, embassy or IdentoGo Service Center near you. You can visit <http://www.identogo.com> or call **1-888-467-2080** to locate an IdentoGo Service Center in your area to obtain an ink card for submission, or you can request one be mailed to you from the TSBDE by e-mail at: info@tsbde.texas.gov. The cost for obtaining an **ink card** may vary and is not included in the Texas Background Check fee. Out-of-state residents may not have their fingerprints scanned at a IdentoGO location.

Cards must be mailed to MorphoTrust USA. Fingerprints cannot be submitted electronically from outside the State of Texas.

The following information regarding the person whose record is to be searched, must be completed on the fingerprint card. Please print legibly:

- Printed last name, first name, middle name of individual, including all alias names.
- Sex, race, date of birth, Social Security Number.
- Individual's signature must be on the fingerprint card.

Mail Fingerprint Card and FAST Pass to: (Make your Check or Money Order payable to: MorphoTrust USA)

MorphoTrust USA
Attn: Texas Card Scan
3051 Hollis Drive, Suite 310
Springfield, IL 62704

Applicants wishing to verify that a fingerprint card has been processed may call (888) 467-2080 and speak with a customer service representative. Please allow 3 days from date of mailing before contacting MorphoTrust USA Enrollment Services regarding a status.



FAST PASS FORM

Applicants Residing Outside of Texas

Texas State Board of Dental Examiners

This document is your FAST Fingerprint Pass for a state and national criminal history record check. Please register your fingerprint submission by visiting <http://www.identogo.com> or by calling (888) 467-2080.

When registering your fingerprint submission you will be prompted by IdentoGO for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth, Driver License Number and Home Address. Requested data is required by the Texas Department of Public Safety (DPS) to process your background check. These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for FAST services online with a credit card or by mail with a check or money order only made payable to MorphoTrust USA. (Cash is not accepted.) Your fingerprints will be submitted to the DPS and the Federal Bureau of Investigation (FBI).

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| 1. Log On to http://www.identogo.com | 8. Select: Yes, I have a FAST Fingerprint Pass |
| 2. Select: Texas | 9. Enter: TX923438Z |
| 3. Select: Online Scheduling | 10. Select: Pay for Ink Card Submission |
| 4. Select: English or Espanol | 11. Follow the prompts to enter requested information. |
| 5. Enter: First and Last Name | 12. Write in: RegID: _____ |
| 6. Select: All Others | 13. Mail in this completed form with your completed |
| 7. Select: Option A – Electronic Submission | Fingerprint Card to the address provided below. |

SECTION 1: Qualified Entity Information

ORI Number: TX923438Z

Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Organization Name: Texas State Board of Dental Examiners

SECTION 2: Applicant Name (To be completed by applicant)

Last: _____ **First:** _____ **Middle:** _____
(Please Print) (Please Print) (Please Print)

SECTION 3: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ **Date:** _____

SECTION 4: Fingerprint Cards and Payment

Your fingerprint cards must include the following personal data: Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Place of Birth, Home Address, and Social Security Number. Requested data is required by the DPS to process your background check. Mail your card and payment (if not paid online) to:

MorphoTrust USA
Attn: Texas Card Scan
3051 Hollis Drive, Suite 310
Springfield, IL 62704

RegID: _____
(Provided at the end of the Online Registration)

Amount Charged for Service: \$39.70

Paid by: ☐ Check/Money Order (Mailed In) ☐ Credit Card (Online)

Applicants wishing to verify that a fingerprint card has been processed may call (888) 467-2080 and speak with a customer service representative. Please allow 3 days from date of mailing before contacting MorphoTrust USA Enrollment Services regarding a status.